



**FOR IMMEDIATE RELEASE**  
**City of Duluth - Communications Office**

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**DATE: 8/25/2017**

**SUBJECT: Duluth Implements New Online Bidding System for Vendors**

**BY: Pakou Ly, Communications Office**

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### **Duluth Implements New Online Bidding System for Vendors**

[Duluth, MN] - The City of Duluth is pleased to announce it is transitioning to secure, online bidding system using Bid Express as a way to reduce inefficiencies and ensure timely and accurate submittals for vendors. Bid Express will also enable vendors to save time and resources when submitting bid documents for construction-related projects. The electronic bid submission service will be available beginning September 1, 2017. This new system will be the preferred method of submission for all formal sealed bids on projects with an expected value of \$100,000 and over.

With electronic bid submission, bidders will be able to sign bids with a digital signature, eliminate costs for mail or hand delivery of bid documents, easily make last minute changes to bids, and receive automated email notifications of solicitation postings and solicitation changes. In addition, the system will check bids for errors and alert the bidder if something on the bid is missing or incomplete, thereby greatly reducing the number of rejected bids.

“The City’s goal is to provide great customer service and this new online bidding system not only helps us offer another technological tool but also enhances how we serve our customers. We encourage our vendors to use BidExpress. We seek and welcome new opportunities to do business better and we think this new bidding system will be a great benefit to users,” said Wayne Parson, Chief Finance Officer for the City.

In order to submit electronic bids, bidders will be required to register with Bid Express at [www.bidexpress.com](http://www.bidexpress.com). Bidders are strongly encouraged to register, get set up to with their account, and practice navigating the service well before any upcoming solicitation deadlines. All vendors who intend to submit their bids electronically will be required to install the “Info Tech Express Sign Tool” and generate an Info Tech Digital ID for their business’ authorized signer. Please review the applicable Info Tech Digital ID policy for additional time sensitive information; policies differ depending upon whether companies use only Bid Express or other software such as AASHTOWARE. The policies can be found at <https://www.infotechfl.com/legal/digital>. Vendors needing additional Bid Express assistance can call the dedicated Bid Express customer support team at 888-352-BIDX (2439) for live support during business days from 6:00am – 7:00pm (CST), or email the team at [support@bidexpress.com](mailto:support@bidexpress.com).

There is a nominal fee associated with submitting bids through Bid Express, however general navigation (registering, setting up to bid electronically, and solicitation review) of [www.bidexpress.com](http://www.bidexpress.com) prior to actual selection of a solicitation for bidding is free. The Fee Schedule can be viewed on the Bid Express website at [https://www.infotechfl.com/legal/bidexpress\\_fee\\_schedule](https://www.infotechfl.com/legal/bidexpress_fee_schedule).

Other questions can be directed to the City’s Purchasing Division at 218-730-5340.

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